

# Guidelines

## CPD Grants and Scholarships for Rural Allied Health Program

Administered by Rural Workforce Agency Victoria

## Continuing Professional Development for Allied Health Practitioners Grant and Scholarship Program 2017-18

Continuing Professional Development (CPD) for Allied Health Practitioners Program is available to assist allied health practitioners currently working in public, primary and community health services in rural Victoria to participate in education, conferences and skills development opportunities relevant to the development and provision of rural health services.

By encouraging and supporting allied health practitioners to undertake continued professional development or postgraduate study, it is anticipated that the quality and retention of experienced practitioners working in rural Victoria will be improved.

To meet this goal, the program supports allied health practitioners in those settings who have demonstrated their involvement in, and a commitment to, rural allied health practice to improve their skills and practice expertise through CPD or postgraduate studies. The financial support provided to practitioners through the CPD program will assist them in meeting the additional expenses often borne by rural practitioners accessing education.

### Aims of the program

The CPD for Allied Health Practitioners Program aims to:

- Improve access to, and participation in, professional training and education for allied health practitioners including the allied health support workforce (Allied Health Assistants), who are employed in rural health services.
- Improved services for patients and clients in rural and community settings.
- Decrease professional isolation felt by rural allied health practitioners.
- Improved acquisition of skills and expertise by allied health practitioners.
- Increased retention of appropriately skilled allied health practitioners in rural health services.

### Who may apply?

Allied health practitioners working in public, primary and community health services in rural Victoria.

- CPD grants are available to allied health practitioners currently working in a rural and remote area of Victoria (ASGC RA2-5).
- Graduate Certificate and Graduate Diploma scholarships are available for permanent or contract employees in rural Victoria (ASGC RA2-5) who intend to commence an eligible postgraduate course in 2017-18.

## CPD grant eligibility criteria

- Grants are available to allied health practitioners to offset costs of CPD.
- Funding is not available to assist with formal tertiary or VET qualifications.
- Copies of all paid expense receipts/invoices must be provided in order to receive payment of approved subsidies.
- The CPD program is designed to support rural allied health practitioners undertaking training and therefore, aims to subsidise rather than fully fund the cost of professional development.
- The total level of grant will be capped at \$1,000 per person per financial year.
- Subsidies are restricted to course fees, accommodation, travel and childcare expenses as detailed below:

The table below details the amount of funding available per element

Cost/funding sought for	Amount eligible to claim
Conference/event registration fees	Full cost *
Accommodation Expenses	Up to \$100.00 per night at registered commercial premises irrespective of location (rural or metro).**
Car Travel Expenses	66 cents per Kilometre on a return trip from the applicant's usual place of residence via the most direct and practical route
Airfares	Up to 75 per cent of the cost of the cheapest economy airfare via the most direct route.
Childcare	Up to \$60 per day for a maximum of five days per year at a registered organisation. **

\*The total level of subsidy will be capped at \$1,000 per person per financial year, regardless of whether the conference/event registration fees amount to more than this.

\*\*Private accommodation or childcare will not be subsidised.

## Postgraduate study scholarship eligibility criteria

- Graduate Diploma or Graduate Certificate, for which scholarships are available, are those including allied health discipline specific and non-discipline specific courses that are related specifically to the applicants role, such as: health management, health promotion and public health studies (This does not include entry-level or undergraduate qualifications).
- Must be employed in rural Victoria (ASGC RA2-5).
- Scholarships will only be granted once (total) per applicant for post-graduate qualifications.
- Scholarships are available for those applicants commencing study in 2017-18 financial year.
- If funds are received from other sources, such as the Health Workforce Scholarship Program (HWSP) to support the same postgraduate study, practitioners will be ineligible to receive a scholarship through this program.
- Scholarships are available to Australian Citizens and Permanent Residents only.
- Funding available per element can be found in the table below:

The table below details the amount of funding available per element

Cost/funding sought for	Amount eligible to claim
Graduate Diploma	\$5,000*
Graduate Certificate	\$2,500*

\*Funding will be provided in two equal payments; 50% on successful completion of Semester 1, 50% upon successful completion of Semester 2

**CPD grants and postgraduate study scholarships are only available to allied health practitioners within the eligible disciplines list below:**

<b>Therapy Disciplines</b>	<b>Science Disciplines</b>
Allied Health Assistant	Audiology
Art Therapy	Biomedical Science
Dietetics and Nutrition	Medical Physics
Exercise Physiology	Medical Laboratory Science
Music Therapy	Nuclear Medicine
Occupational Therapy	Optometry
Oral Health (not dentistry)	Orthoptics
Osteopathy	Pharmacy
Orthotics and Prosthetics	Radiation Therapy
Physiotherapy	Radiography
Podiatry	Sonography
Psychology	Social Work
Speech Pathology	

## **Application process**

- Applications must be submitted to RWAV using the Rural Allied Health Postgraduate Scholarship and CPD Program Application Form which can be accessed on the RWAV website [www.rwav.com.au](http://www.rwav.com.au)
- Applicants must complete all required sections, supply all required documentation and ensure the application form is signed (digital signatures are accepted) prior to submission.
- All complete applications must be submitted to [alliedworkforce@rwav.com.au](mailto:alliedworkforce@rwav.com.au).
- Only complete applications will be assessed.

### **CPD**

- Completed CPD applications will be assessed within two weeks of receipt.
- Where the CPD activity falls in the last week of the financial year the applicant may complete the application form in advance but if a grant is approved it will not be paid until after the activity has been completed.

### **Graduate Diploma/Certificate**

- Graduate Diploma or Graduate Certificate applications must be submitted no later than 5pm 31st March 2018. Mid-year intake applications must be submitted no later than 5pm 4th August 2018.
- Completed Graduate Diploma or Graduate Certificate applications will receive notification within two weeks of the above stated closing dates.

### **All applicants must complete an application and evaluation form that includes:**

- The relevance of the training to the applicants practice and how this impacts upon the community's health needs and quality of health service delivery.
- The applicants interest in and ongoing commitment to rural practice and/or community service development in Victoria.
- Agreement to participate in an evaluation of the program.
- How the subsidy will assist the applicant in their studies.

## **Other supporting information required:**

### **CPD**

- Tax Invoices to demonstrate expenditure
- Proof of attendance

### **Graduate Diploma/Certificate**

- A copy of your Curriculum Vitae
- One letter of reference
- Certified copies of your birth certificate and/or passport
- Evidence of your employment (this must be separate to the employer reference provided).
- Full information regarding postgraduate course to be undertaken
- Proof of enrolment (this must be included at the time of application).

## **Application assessment**

- Applications for CPD grants are considered throughout the year.
- Applications for scholarships are considered only within the intake periods detailed in the application process above.
- RWAV will review applications against the eligibility criteria and the degree of relevance or alignment between the applicant's employment and the conference or event.
- Only applications that are complete (including all required supporting documentation) and meet the eligibility criteria will be reviewed.
- All applicants will be notified via email of the outcome of their application within two weeks of receipt of receiving a completed application.
- Successful applicants will be required to enter into a Grant or Scholarship Agreement with Rural Workforce Agency Victoria to ensure adherence to the terms and conditions of the program.

## **Assessment criteria**

When budget is limited or a high number of applications are received for the same activity, the following assessment criteria will be used:

- Likelihood of additional resources being made available by the applicants employer are to be considered.
- Interstate and overseas training will only be supported for health related training in instances where local training is unavailable.

## **Terms and conditions**

- If funds are received from other sources to support the same CPD or postgraduate study, practitioners will be ineligible to receive a subsidy for that education or training event under this program.
- In accordance with public funding guidelines, copies of original receipts will be required for all claims.
- By applying for and receiving a subsidy, practitioners consent to participate in evaluation exercises in relation to the program.
- Funding for this program is capped and grant provision is subject to availability.
- Availability of funding is determined by total budget, yearly distribution, number of applicants per education or training event.
- Please be advised that these guidelines are subject to revision by the Victorian Department of Health and Human Services (DHHS). Changes to these guidelines may only be made by, or with the approval of DHHS.
- The CPD for which the subsidy applies must address the individual learning needs of the practitioner.

- CPD and scholarship application are permitted within the same year.
- A person must fully repay grant or scholarship funding received if they fail to comply with the conditions of the agreement.
- Provide immediate notification (within one month of occurrence) of a change of contact details or employment details or withdrawal from, or changes to their course of studies.
- Provide RWAV with a copy of results for each semester of study undertaken within two months of semester completion. As well as providing a full transcript of results within two months of course completion.

## Further information

If you require further information or have any queries in regards to the requirements, please contact RWAV via email [alliedworkforce@rwav.com.au](mailto:alliedworkforce@rwav.com.au).